

**29 August 1997**

**Operations**

**KEY PERSONNEL STATUS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRD 10-2, *Readiness*. It establishes procedures and guidelines for the SENSOR KEEPER Program. It requires commanders and key personnel of organizations to inform HQ AIA, Intelligence Systems Group, Detachment 1, Information Operations Center (IOC), of temporary duty (TDY) or leave status whenever they depart their duty location. It also requires all commanders and their alternates, including those of subordinate organizations, to maintain pertinent data as described below. This instruction applies to Air Intelligence Agency (AIA) personnel worldwide. It does not apply to AIA-gained Air National Guard or Air Force Reserve units.

**SUMMARY OF REVISIONS**

Fully automates SENSOR KEEPER, allowing organizations to directly input additions, changes, and deletions electronically using the AIA Web into the database maintained at HQ AIA. All organizations are required to access the AIA Web. Includes procedures for units that cannot access the Web.

**1. SENSOR KEEPER Program--TDY and, or, Leave Status.** The commanders of the following organizations are required to report TDY and leave status:

- 1.1. AIA/CC/CV/CA/CCC (Commander, Vice Commander, Technical Advisor, Senior Enlisted Advisor).
- 1.2. All HQ AIA two-letter offices.

1.3. The commanders of the National Air Intelligence Center (NAIC), Air Force Information Warfare Center (AFIWC), 67th Intelligence Wing, Air Force Cryptological Office (AFCO), CONSTANT STARE, 544th Intelligence Group, 497th Intelligence Group, and the 480th Intelligence Group.

1.4. Each organization can designate one or more individuals to access and maintain the data. These individuals will enter required information as necessary.

## **2. Key Personnel Pertinent Data:**

2.1. All AIA organizations (HQ AIA two-letter offices, wing, centers, groups, squadrons, flights, detachments, and operating locations) will maintain the following information on their commanders (or NCOIC [noncommissioned officers in charge] in the case of some detachments and operating locations) and their alternates:

2.1.1. Duty and residence telephone numbers (DSN or commercial, indicate if secure).

2.1.2. Preferred first names of individual and spouse.

2.1.3. Pager or cellular numbers, if applicable.

2.1.4. Organization's 24-hour point of contact's telephone number, secure and, or, nonsecure.

2.1.5. Fax numbers, secure and, or, nonsecure.

2.2. The designated personnel from each organization must enter required data in the appropriate fields in the SENSOR KEEPER database and update as necessary. Organizations that are unable to access the AIA Web, will provide their information to the IOC once per quarter (30 March, 30 June, 30 September, 30 December), or whenever changes occur. Fax information to unclassified DSN 969-4567 or secure DSN 969-2191, or telephone to DSN 969-2191.

## **3. Procedures:**

**3.1. Units Without Access to AIA Web.** Units that cannot access the AIA Web (for example, do not have a SCIF (sensitive compartmented information facility) are not required to utilize the new on-line database, but must continue providing all required data to the IOC via fax or telephone.

**3.2. Units With Access to AIA Web.** Organizations with SCI access must contact the IOC at DSN 969-2191 commercial (210) 977-2191, and set-up accounts on SENSOR KEEPER. Use of the system is very straight forward, but instruction can be provided as requested. Additionally, NETSCAPE 3.0 must be loaded on the workstations designated for accessing the database.

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